

Board of Control

Exhibit - PRESS Issue Updates

Actor	Action
Executive Director	Receives PRESS issue. Directs designated support staff to distribute a copy of the following to each member of the Governance Committee: (1) blue memo describing the current PRESS issue that is mailed to SASED, (2) committee worksheets that may be downloaded from PRESS Online, www.IASB.com/policy , and (3) current SASED policy in relevant areas. In the case of clean-up language (no content change), directs designated support staff to make changes to SASED’s policy manual electronic file.
Policy Committee (or Committee of the Whole)	Meets and considers recommended updates. Decides which changes require Board discussion and which do not (consent agenda items.) Policies recommended for revision are submitted to SASED’s legal counsel for review.
Executive Director	Directs designated support staff to include copies of recommended changes and copies of the blue memo sheets from PRESS in the monthly Board packets.
Policy Committee (or Committee of the Whole)	Presents changes to the Board at a regularly scheduled meeting.
Full Board	Discusses changes that require discussion and announces first reading of the policy updates. All interested parties, the Board, staff, parents, students, and community members have a month to consider the recommended changes. At the next regular meeting, votes to revise existing policy, delete existing policy, or add new policy.
Executive Director	Makes needed changes to existing administrative procedures or creates new ones to implement policy changes. Directs designated support staff to update SASED’s policy manual electronic file, add revision date or adoption date for new policies, make copies of new policy for each manual copy, prepare update sheet with return form, and send packet to those responsible for keeping a manual updated.
Persons responsible for keeping copies of manual updated	Follow the directions on the update sheet - adding the new, replacing the revised, and removing any deleted policies. Date, sign, and send the return forms to the support staff designated to receive them.
Executive Director	Directs designated support staff to follow up on any return forms not received within a set time frame (e.g., 2 weeks).

DATED: December 19, 2007